

OTIS G. PIKE  
FIFTH DISTRICT, New York  
COMMITTEE  
WAYS AND MEANS

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Congress of the United States  
House of Representatives  
Washington, D.C. 20515

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July 28, 1975

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REVIEW STAFF
75-2073

Mr. William E. Colby  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Colby:

The House Select Committee on Intelligence requests that you testify before the Committee on Wednesday, August 6, 1975, at 10:00 A.M.

The Committee will meet in open session and testimony may proceed into an afternoon session. We are requesting that you testify as to Central Intelligence Agency budget policies and procedures, as well as the proposed and approved budgets themselves.

If there are any additional questions, please feel free to contact either myself or our Staff Director, Searle Field.

Cordially,

*Otis G. Pike*  
Otis G. Pike  
Chairman

OGP/ca

## RULES FOR THE SELECT COMMITTEE ON INTELLIGENCE

1. The Rules of the House are the Rules of the committee except as otherwise provided herein.

### RULE 2 MEETING PROCEDURES

2.1 For the purpose of carrying out any of its functions and duties, the committee is authorized to sit and act at such times and places within the United States whether the House is in session, has recessed, or has adjourned, and to hold hearings. The committee will meet at such times as may be fixed by the Chairman or by the written request of a majority<sup>3</sup> of the Members of the committee in accordance with House Rule XI, clause 2(c). Members of the committee shall be given reasonable notice which, except in extraordinary circumstances, shall be at least 24 hours in advance of any meeting.

2.2. No general proxies may be used for any purpose. A member may vote by special proxy, which must be in writing, shall assert that the Member is unable to be present at the meeting of the committee, shall designate the person who is to execute the proxy authorization, and shall be limited to a specific measure or matter and any amendments or motions pertaining thereto; except that a Member may authorize a general proxy only for motions to recess, adjourn or other procedural matters. Each proxy to be effective shall be signed by the Member assigning his vote and shall contain the date and time of day that the proxy is signed. Proxies may not be counted for a quorum. All proxies must be

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at any time.

2.3 No recommendation shall be reported or tabled by the committee unless a majority of the committee is actually present.

2.4 A rollcall of the Members may be had on the request of two Members.

2.5 A majority of the committee shall constitute a quorum for the purpose of taking final action on matters before the committee. However, a quorum for the purpose of taking testimony and receiving evidence by the committee shall consist of two Members, at least one of which shall be a member of the Minority Party unless the ranking minority Member consents otherwise.

2.6 At each hearing the Chairman shall announce prior to the opening statement of the witness the subject of the investigation and a copy of the committee rules shall be made available to each witness.

2.7 The time any one Member may address the committee on any matter under consideration by the committee shall not exceed five minutes, and then only when he has been recognized by the Chairman, except that this time limit may be exceeded by unanimous consent.

2.8 Each committee meeting for the transaction of business shall be open to the public except when the committee, in open session and with a quorum being present, determines by rollcall vote that all or part of the remainder of the meeting on that day shall be closed to the public. No person other than Members of the committee and such committee staff and such departmental

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representatives as may be authorized by the committee shall be present at any business session which has been closed to the public: Provided, however that the committee may by the same procedure vote to close one subsequent meeting; and Provided, further, that the committee may hold joint hearings or meetings at the discretion of the Chairman in consultation with the ranking Minority Member with committees having concurrent jurisdiction over intelligence matters.

2.9 Each hearing conducted by the committee shall be open to the public except when the committee, in open session with a quorum being present, determines by rollcall vote that all or part of the remainder of that hearing on that day shall be closed to the public because disclosure of testimony, evidence or other matters to be considered would endanger the national security or would violate any law or rule of the House of Representatives. No person other than Members of the committee and committee staff and such departmental representatives as may be authorized by the committee shall be present at any hearing which has been closed to the public: Provided, however, that the committee may by the same procedure vote to close one subsequent day of hearing.

2.10 The committee shall make public announcement of the date, place and subject matter of the committee hearing at least one week before the commencement of the hearing. However, if the Chairman of the committee determines that there is good cause to begin the hearing sooner, he shall make the announcement at the earliest possible date. Any announcement made under this

### RULE 3. SUBPOENAS

3.1 The committee may require, by subpoena or otherwise, the attendance and testimony of such witnesses and the production of such books, records, correspondence, memorandums, papers, documents and other memoranda and materials as it deems necessary. Any such subpoena may be issued by the committee in the conduct of an investigation or activity or a series of investigations or activities, only when authorized by a majority of the Members of the committee, and authorized subpoenas shall be signed by the Chairman of the committee or by any Member designated by the Chairman. Each subpoena shall contain a copy of House Resolution 591, 94th Congress, 1st session. Compliance with any subpoena issued by the committee may be enforced only as authorized by the House.

### RULE 4, PROCEDURES FOR TAKING TESTIMONY

4.1 When giving testimony, witnesses may be accompanied by their own counsel. There shall be no direct or cross examination by witness' counsel. The Chairman of the committee, or any Member of the committee or staff member designated by the Chairman may administer oaths to any witness.

4.2 Any prepared statement to be presented by a witness to the committee shall be submitted to the committee at least 72 hours in advance of presentation and shall be distributed to all Members of the committee at least 48 hours in advance of presentation. If a prepared statement contains security information bearing a classification the statement shall be made available only in the

committee rooms to all Members of the committee at least 48 hours in advance of presentation; however, no such statement shall be removed from the committee offices: Provided, however, that these requirements may be waived by the Chairman.

4.3 In the discretion of the committee, witnesses may submit brief and pertinent sworn statements for inclusion in the record. The committee is the sole judge of the pertinency of testimony and evidence adduced at its hearings.

4.4 If the committee determines that evidence or testimony at a hearing may tend to defame, degrade, or incriminate any person, it shall:

- a. receive such evidence or testimony in executive session,
- b. afford such person an opportunity voluntarily to appear as a witness, and
- c. receive and dispose of requests from such person to subpoena additional witnesses.

4.5 Except as provided in Rule 4.4 above, the Chairman shall receive and the committee shall dispose of requests to subpoena additional witnesses.

4.6 The minority party Members of the committee shall be entitled, upon timely request to the Chairman of a majority of them, to call witnesses selected by the minority to testify with respect to the matter in question.

4.7 When a witness is before the committee, Members of the committee may put questions to the witness only when they have been recognized by the Chairman for that purpose.

4.8 Members of the Committee who so desire shall have not to exceed five minutes to interrogate each witness until such time as each Member has had an opportunity to interrogate such witness; thereafter, additional time for questioning witnesses by Members is discretionary with the Chairman.

4.9 No sworn depositions will be taken unless authorized by the Chairman, who shall inform the ranking Minority Member, or by vote of the committee.

#### RULE 5, COMMITTEE RECORDS

5.1 The result of each rollcall in any meeting of the committee shall be made available by the committee for public inspection in the offices of the committee pursuant to such procedures as the Chairman may establish. Information so available for public inspection shall include a description of the amendment, motion, order, or other proposition and the name of each Member voting for and each Member voting against such amendment, motion, order, or proposition, and whether by proxy or in person, and the names of those Members present but not voting: Provided, however, that the Chairman, in consultation with the Ranking Minority Member shall take appropriate measures to delete classified or sensitive material.

5.2 The attendance records of Members at committee meetings shall be available for public inspection in the offices of the committee pursuant to such procedures as the Chairman may establish.

#### RULE 6, STAFF

6.1 The appointment of all staff members and consultants shall be made by the Chairman and the staff director in consultation with

the Ranking Minority Member. Staff members shall be under the direct supervision and control of the Chairman and Staff Director in consultation with the ranking Minority Member, and shall be responsive to all Members of the Committee.

6.2. The staff of the committee shall not discuss either the substance or procedure of the work of the committee with anyone other than a Member of the committee or committee personnel.

6.3 As a condition of employment each staff member shall affirm that he fully understands the rules and regulations of the committee and agrees to abide by them.

6.4 The Chairman shall have the authority to utilize the services, information, facilities and personnel of the departments and establishments of the government, and to procure the temporary and intermittent services of experts or consultants or organizations thereof to make studies or assist or advise the committee with respect to any matter under investigation.

#### RULE 7. PROTECTION OF PAPERS AND DOCUMENTS

7.1 All material and testimony received or obtained pursuant to House Resolution 591, 94th Congress, shall be deemed to have been received by the committee in executive session and shall be given appropriate safekeeping.

7.2 The Chairman in consultation with the ranking Minority Member of the committee shall, with the approval of the committee, establish such procedures as in his judgement may be necessary to prevent the unauthorized disclosure of all material and testimony received or obtained pursuant to House Resolution 591, 94th Congress. Such





SECURITY PROCEDURES AND REGULATIONS

Pursuant to Rule 7.2 of the House Select Committee on Intelligence, the following security procedures and regulations have been approved:

1. Members of the Committee shall have access at all times to all materials received or obtained pursuant to House Resolution 138 and House Resolution 591, 94th Congress.

2. All Committee staff members, with appropriate security clearances, as determined by the Committee, will have access to documents and materials as determined by the Staff Director, the Chairman and the Ranking Minority Member.

3. All Committee staff will submit to the person designated to control the security of materials, any and all materials received or obtained pursuant to House Resolution 138 and House Resolution 591, 94th Congress.

4. Strict security procedures shall be in force at all times at the offices of the Committee staff; security devices shall be installed and operational and at least one security guard shall be on duty at all times at the entrance to the offices containing materials. Identification of all persons seeking admission will be required.

5. All classified materials will be maintained in safes in a segregated secure area within the Committee's offices. Records of receipt will be kept. The internal handling and disposition of such classified material, including classified waste, will be the responsibility of the security officer.

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All classified materials may be examined only at reading facilities located in a secure area. Notes may be taken, but must

remain in the secure area of the Committee's offices. Copying, duplicating, recording, or removing from the Committee staff offices such materials is prohibited, except as specifically approved by the Staff Director.

7. Classified materials used in meetings and hearings will not be removed, copied, recorded, or duplicated. At the conclusion of the meeting or hearing the materials will be collected and secured by the security officer.

8. Material not classified or material in the public domain will be made available upon request to designated staff of Committee members. The material will be checked in and out and examined in a designated area of the Committee's office.

9. As a condition of employment, each staff member shall execute a security agreement. Staff members failing to abide by the agreement and these security regulations shall be subject to immediate termination of employment.